

PS 3932.07 PHYSICIAN ASSISTANTS, TRAINING WITH INTERSERVICE  
PHYSICIAN ASSISTANTS PROGRAM



U.S. Department of Justice  
Federal Bureau of Prisons

Program

Statement

OPI: HSD  
NUMBER: 3932.07  
DATE: June 16, 1997  
SUBJECT: Physician Assistants, Training  
With Interservice Physician  
Assistant Training Program

1. PURPOSE AND SCOPE. To implement the Memorandum of Understanding (MOU) between the Bureau and the Interservice Physician Assistant Training Program (IPATP) of the Academy of Health Sciences, which allows for Bureau staff to be trained as Physician Assistants (PAs) in this program. This training provides both an upward mobility pathway for Bureau staff and a certifiable PA staff. This Program Statement outlines the steps for application, selection, participation, graduation, and final assignment of PA training participants.

Practitioners functioning as PAs deliver 75% to 80% of all Bureau direct medical care. The Interservice Training Program is fully accredited by the American Medical Association/Committee on Accreditation of Allied Health Education Programs (AMA/CAAHEP). The program consists of two years of didactic and clinical instruction leading to the PA graduate certificate. This Training Program is also associated with the University of Nebraska Medical Center Physician Assistant Program. All graduates will acquire a Bachelors of Science as a PA (BSPA) from the University of Nebraska.

2. PROGRAM OBJECTIVES. The expected results of this program are:

a. A nationally certified PA staff will be trained to provide community standards of medical care.

b. Selected students will follow the IPATP Plan of Instruction.

3. DIRECTIVES AFFECTED

a. Directive Rescinded. PS 3932.04 PA Training with USAF  
(03/13/95)

b. Directives Referenced

PS 3000.02 Human Resources Management Manual (03/10/94)  
PS 3420.08 Standards of Employee Conduct (03/07/96)

PS 6000.05      Health Services Manual (09/15/96)

4. STANDARDS REFERENCED. None.

5. RESPONSIBILITIES. The program will be implemented under the Bureau Medical Director (and/or the Medical Director's designee).

The Bureau will provide a **Student Coordinator** who shall be responsible to insure that all participants follow the Plan of Instruction (POI). This individual will also be available to spend at least six hours per week at the training site to handle administrative and personnel matters relating to Bureau students participating in the program.

The Student Coordinator shall work directly with both the IPATP Program Director and Phase II Coordinator.

6. APPLICATIONS. This training opportunity shall be announced Bureau-wide as a PA position and published as a vacancy announcement. A promotion board shall identify the best qualified group based on the standard factors outlined in the Human Resource Management Manual and Merit Promotion Program Statement.

a. Prerequisites. This training is open to all Bureau staff who:

- have completed at least one full year of Bureau service,
- meet the IPATP's academic standards, and
- are willing to comply with Bureau requirements for participation.

In addition to the qualification requirements established by the Office of Personnel Management, additional prerequisites for participation in this training program are:

- (1) One year length of service as a Bureau employee.
- (2) 60 transferable college credits to include (at a minimum):

<u>Subject</u>	<u>Semester Hours*</u>
Chemistry	4
Algebra	3
Social Science	6
English	6

b. Application Packets. Completed application packets shall be submitted to the local Human Resource Office, and then forwarded to the announcing office for final review and selection. Each packet shall contain:

- (1) All college transcripts.\*
- (2) Copies of SAT scores.

\* Transcripts from foreign medical education must be accompanied by a course by course evaluation and translation.

- (3) Copy of the most recent employee performance evaluation
- (4) Signed copies of the Bureau Physician Assistant Program Training Agreement (Attachment A).
- (5) A signed mobility agreement.

c. Best Qualified Group. The best qualified group shall be required to provide the following additional information to the selecting official:

(1) A letter of recommendation from either a PA or a Physician who is familiar with the PA concept, and by the institution HSA and Clinical Director

(2) A composition by the applicant on: "Why I Want to be a Physician Assistant in the BOP"

d. Interviews. Personal interviews shall be conducted, when required, by the Medical Director, or designee, with those applicants who meet the criteria for the "Best Qualified" group. Based on these interviews and concurrence from the PA Program administration, the Medical Director shall make the final selection.

The interview shall cover, but not be limited to, such topics as:

- (1) Knowledge of the PA profession,
- (2) Motivation for wanting to become a PA in the Bureau, and
- (3) Understanding of the role of the PA in the Bureau.

e. Selections. Selections shall be made using the Merit Promotion System currently established. The Bureau Medical Director is the selecting official. The Medical Director will receive input from the Chief Physician Assistant, the Interservice PA Training Program Director, and other representative healthcare staff.

Those not selected shall be able to re-apply for the following class.

7. PROGRAM REQUIREMENTS. In accordance with IPATP and CAAHEP policy and regulation, the following guidelines shall be strictly adhered to:

a. All students shall follow the IPATP Plan Of Instruction (POI) for Phase I and Phase II training as provided at the time of acceptance into the program.

b. Students rotating in Bureau clinical sites shall work under the direct supervision of either a licensed Physician or a certified PA.

c. Any deviations from the normal POI must be justified in writing and approved by both the IPATP and the Bureau.

8. BUREAU PERSONNEL PROCEDURES. The following procedures must be fully understood and agreed to by all parties prior to admission into the training program:

a. Personnel admitted into the PA training program shall be expected to remain with the Bureau for a period not less than four calendar years after the date of graduation.

b. Trainees admitted to the program shall have their grade and step determined by Office of Personnel Management qualification standards and appropriate pay-setting regulations.

c. The training program shall consist of academic training at The Academy Of Health Sciences, Fort Sam Houston, Texas for one year, and one year clinical training at a Bureau Medical Referral Center.

d. Payment of travel and transportation expenses relating to period of long-term training is governed by the provisions of 5 U.S.C. 4109. The Bureau will pay the following relocation costs.

- Enroute travel expenses and per diem of trainee;
- Enroute transportation expenses of immediate family (not per diem);
- Transportation of household goods and personal effects; and
- Packing, crating, and temporary storage of household goods.

Questions regarding any other travel and transportation expenses should be directed to the Accounting Policies and Procedures Section, Finance Branch, Administration Division, at (202) 616-6203.

e. If the IPATP recommends dismissal of a Bureau participant from their program for either administrative or disciplinary reasons, the participant is subject to disciplinary/adverse actions in accordance with the Program Statement on Standards of Employee Conduct.

f. The Chief Physician Assistant shall complete performance evaluations on all students while they are in the program. Input from the PA training program as well as on-site evaluation by the Chief PA shall also be used to complete the performance evaluations.

g. All graduates shall be assigned to institutions, based on the needs of the Bureau, as determined by the Medical Director. Efforts shall be made to honor individual requests, but the needs of the Bureau shall take precedence in the final decision.

Kathleen M. Hawk  
Director



FEDERAL BUREAU OF PRISONS

PHYSICIAN ASSISTANT PROGRAM TRAINING AGREEMENT

I \_\_\_\_\_, have read the program parameters published in the Program Statement and fully understand their content. I further, voluntarily agree to abide by all of the provisions set forth in the aforementioned document and will accept all of the consequences of non-compliance. I will, in good faith, honor this Agreement and comply with all applicable rules and regulations set forth by the Federal Bureau of Prisons and the United States Air Force, 82nd Training Command.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

IPATP TRAINEE AGREEMENT ADDENDUM

In consideration of being allowed to use the facilities of the USAF/MEDTG in accordance with the Memorandum of Understanding between the USAF/MEDTG and the Federal Bureau of Prisons, I agree to abide by the rules and regulations listed in this Agreement. I am aware of the rules concerning automobile liability insurance, and, if I drive my private vehicle on base, I will register it with base authorities and maintain the required liability insurance. I specifically agree and understand that I will receive no monetary compensation whatsoever from the United States Air Force for this training.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date